

New or Modified Graduate Certificate Program

20 credit hours or less

A program requiring the completion of fewer than 20 semester credit hours of graduate-level courses is a minor program subject only to university control. The award of certificates to individuals completing such a program is within the discretion of each institution and not subject to external review, on the grounds that such certificates will not be regarded in any sense as graduate degree equivalents.

University Process

The proposal should be submitted to Curriculog in order to go through the University approval process. The correct form to use is “GRAD New Certificate.”

When the proposal reaches the Graduate Council step, Council reviews the proposal and makes a recommendation to the University Curriculum Committee. Someone from the Department should attend the meeting to respond to questions from Graduate Council members.

If approved, the proposal is moved forward in Curriculog for Faculty Senate notification. The Department can check in Curriculog at any point to see the proposal’s progression.

A Substantial Certificate – 21 or more credit hours

A substantial certification program is defined as one requiring the successful completion of 21 or more semester credit hours of graduate-level courses. These certificate programs require the completion of a substantial amount of graduate level work in discipline(s)/professional area(s) that have already been approved.

Follow same **University Process** as above for a certificate of 20 credit hours or less.

Once University process is completed, the Chancellor’s Council on Graduate Study (CCGS) must be notified per their criteria below:

Certificate programs requiring review must submit a written request to the Chancellor of the Ohio Department of Higher Education and CCGS. Requests must be submitted three (3) months prior to the intended implementation date. The request to offer a certificate program must include a narrative statement that addresses the following issues:

1. Approved graduate program(s) sponsoring the certificate program.
2. Need and demand for the certificate program.
3. Statement of educational objectives of the certificate program.
4. Curriculum for the certificate program.
5. Justification for the number of credit hours for the certificate program.
6. Entrance, performance, and exit standards for the certificate program.
7. Faculty expertise contributing to the certificate program.
8. New resources, courses, etc., if any, necessary to support certificate program.

A brief, concise description of the certificate program that addresses the above points will assist CCGS by allowing review by mail or email. The narrative statement will be circulated to CCGS members for review and a recommendation for approval, disapproval, or for formal review and vote at a CCGS meeting. CCGS members should respond by email within four calendar weeks of receipt of the proposal. If a CCGS member does not respond by that date, it will be assumed that the CCGS member has no objection to the proposal.

Once CCGS approval is received, the department and Registrar’s office are notified for implementation of the certificate.